

**Submission Guidelines for  
1.5.14.4 Crisis Stabilization Programs**  
(1 1/2 % of the SGFs Allocated per Contract for Crisis Stabilization Services)

**General Guidelines:**

1. All clients admitted to the crisis program should be entered into the event data set under the appropriate program site code. All clients that receive a service under that site code will be considered “admitted” for purposes of calculating the performance contracting incentive.
2. All clients deemed admitted (for any specific intervention) should have a BPRS or BPRS-C administered.
3. All clients “discharged” from service (even those with one contact) should have a discharge BPRS or BPRS-C administered.
4. For those individuals who are admitted and discharged on the same day (e.g. screening/evaluation only), the admission BPRS may be copied and used as the discharge BPRS signifying “no change”. The copied form should be coded as a discharge measurement.
5. Until further notice, crisis programs should continue to submit all admission and discharge BPRS or BPRS-C forms on a monthly basis (preferably weekly) to:

Brent Seeders  
Research & Data Mgmt Center  
2351 Huguenard Dr., Suite 100  
Lexington Kentucky 40503  
Phone 859-260-1960

6. In addition to the required data domains of the BPRS, you may use a variety of other data domains or methods (e.g. chart review) to determine areas for quality improvement.

Data domains that can be analyzed include, but are not limited to:

- Referral source
- Admission diagnosis
- Age
- Gender
- BPRS total scores and change scores
- BPRS subscale scores and subscale change scores
- Admission to state hospital (post crisis stabilization)
- Discharge disposition

7. Report Format for Outcomes Based Performance Report (due March 31, 2006)

Please address the following:

- a. What data domains or other methods did you use to identify areas for quality improvement?
- b. Describe the differences (using data domains) between those individuals whose symptoms decreased versus those individuals whose symptoms stayed the same or increased.
- c. Describe improvements you intend to make to your program in response to your analysis(es).
- d. What aspects (critical service components) of your program do you think contribute to positive change?

**Contact Person for Questions: [Louis.Kurtz@ky.gov](mailto:Louis.Kurtz@ky.gov)  
502-564-4860**

**Please send Final Reports to: [Kathy.Burke@ky.gov](mailto:Kathy.Burke@ky.gov)  
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